

CLE Publications
Record Retention Plan
Updated 10-20-06

Type of Record	Description	Retention Period	Person Responsible	Format	Location
Publication Records	Records documenting the development and publication of CLE books and other publications, including master schedules, author and planner lists, working papers, and draft chapters	One year	Manager	Electronic or Hard copy	Office
Publications Marketing	Marketing and promotional materials	One copy retained as a Permanent Record for historical and research reasons	Manager	Hard copy	Office
Publications Inventory	Books and other publications for public sale	Until superseded or out-of-date	Manager	Hard copy	Small number on-site for sale. Rest of inventory off-site

Type of Record	Description	Retention Period	Person Responsible	Format	Location
Publications	All publications produced by the department for sale	One copy retained as a Permanent Record for historical and research reasons	Manager	Hard copy	On-site